



PETITION FOR REVIEW OF BOARD DECISION

INSTRUCTIONS: PLEASE TYPE OR CLEARLY PRINT THE REQUIRED INFORMATION ON THE PETITION FOR REVIEW FORM. SELECT FROM THE PULL DOWN MENU OR TYPE IN THE TYPE OF BOARD DECISION BEING REQUESTED, WHICH ARE AS FOLLOWS:

- ARCHITECTURAL REVIEW COMMISSION (ARC)
- BARRIO LATINO COMMISSION (BLC)
- VARIANCE REVIEW BOARD (VRB)
- DECISION OF THE ZONING ADMINISTRATOR/HISTORIC PRESERVATION MANAGER (Section 27-101 AND 27-118, City of Tampa Code)
- FORMAL DECISION OF THE ZONING ADMINISTRATOR

SPECIAL NOTE 1: UPON THE PETITION FOR REVIEW HEARING BEING SET BY CITY COUNCIL, NOTICE OF THE PETITION FOR REVIEW HEARING DATE, INCLUDING THE NOTICE REQUIREMENTS, WILL BE TRANSMITTED ELECTRONICALLY BY THE OFFICE OF THE CITY CLERK TO THE PETITIONER'S E-MAIL ADDRESS, IF PROVIDED ON THE PETITION FOR REVIEW FORM

SPECIAL NOTE 2: PURSUANT TO SECTION 27-61, CITY OF TAMPA CODE OF ORDINANCES, ONLY AGGRIEVED PERSONS WHO PARTICIPATED IN THE DECISION BEING REVIEWED MAY FILE A REQUEST FOR REVIEW. AN AGGRIEVED PERSON IS THE APPLICANT OR ANY OWNER OF PROPERTY WITHIN TWO HUNDRED FIFTY (250) FEET OF THE SUBJECT PROPERTY.

SPECIAL NOTE 3: PURSUANT TO SECTION 27-61, CITY OF TAMPA CODE OF ORDINANCES, THE HEARING IN FRONT OF CITY COUNCIL IS A FULL PUBLIC HEARING. PLEASE BE PREPARED TO PROVIDE CITY COUNCIL WITH ANY INFORMATION YOU WISH TO SUBMIT INTO THE RECORD BEFORE CITY COUNCIL PRIOR TO OR AT THE HEARING.

SPECIAL NOTE 4: PURSUANT TO SECTION 27-61, CITY OF TAMPA CODE, THE PETITIONER WHO IS SEEKING REVIEW OF A BOARD OR COMMISSION DECISION SHALL SUBMIT A DVD (OR OTHER DIGITAL VIDEO-TYPE MEDIA), WHICH MUST BE OBTAINED FROM THE CITY AND THAT CONTAINS A RECORDING OF THE PUBLIC HEARING AND DECISION OF THE BOARD OR COMMISSION. IN THE EVENT MORE THAN ONE (1) PUBLIC HEARING WAS HELD ON THE APPLICATION THAT IS THE SUBJECT OF THE REVIEW PETITION, A RECORDING (IN THE FORM OF A DVD OR OTHER DIGITAL VIDEO-TYPE MEDIA) SHALL BE PROVIDED FOR EACH PUBLIC HEARING HELD ON THE APPLICATION. THE DVD MUST BE SUBMITTED INTO THE RECORD OF CITY COUNCIL BEFORE THE CLOSE OF THE PUBLIC HEARING.

UPDATED: January 5, 2016

PETITION FOR REVIEW FORM

TYPE OF HEARING: (MUST BE FILED WITHIN 10 WORKING DAYS OF DECISION):

- VARIANCE/CERTIFICATE OF APPROPRIATENESS
- ARCHITECTURAL REVIEW COMMISSION (ARC)
- BARRIO LATINO COMMISSION (BLC)
- VARIANCE REVIEW BOARD (VRB)
- DECISION OF THE ZONING ADMINISTRATOR/HISTORIC PRESERVATION MANAGER
- FORMAL DECISION OF THE ZONING ADMINISTRATOR

Name of Petitioner:

Mailing Address (state, city, zip):

Telephone Number:

Day:

Evening:

E-Mail Address (For notification purposes):

Address of Subject Property:

Petitioner is: Applicant of the underlying decision _____
 Owner _____
 Aggrieved person _____ who participated in the decision and is the owner of property
 within 250 feet of the subject parcel

If Petitioner is not the property owner or the applicant of the original request, this form must be sent to the property owner and the applicant of the original request by Certified Mail no later than five (5) days after this Petition for Review is filed.

Date of Original Review Decision:

(Attach copy of the written decision)

State your basis for the Petition for Review. You must include the applicable City of Tampa Code Section that you assert was not correctly applied:

I, the undersigned petitioner, hereby certify that all information on this petition is true and correct.

Signature of Petitioner

State of Florida)

County of Hillsborough)

Sworn to and subscribed before me this ____ day of _____, 201____ by _____, who is/are personally known to me _____ or has produced _____, as identification.

Notary Signature

Seal:

Receipt Number:

Date Filed:

GENERAL INSTRUCTIONS

Petitioner for Review Form must be filed with the Office of the City Clerk. The Office of the City Clerk will place the Petition for Review on the next regular agenda for City Council to set a public hearing date, and **notify the petitioner by E-mail or Certified Mail/Return Receipt Requested** of the date set for the appeal hearing before the City Council.

Be certain that your Petition for Review is filed in a timely manner, as established by the regulations of the specific board which heard the case.

****PLEASE NOTE:** Once filed, a request to change a scheduled appeal public hearing date must **first** be coordinated with the respective board/department representative before submitting the request to the Office of the City Clerk for City Council consideration.

COMPLETING THE FORM:

- Check the box for the applicable Board
- Provide name, address and phone number(s) of the petitioner.
- Provide the address of the subject property.
- Indicate whether the person completing the Petition for Review Form is the original owner, a lessee, a neighbor, or other.
- Provide original review date and your basis for the Petitioner for Review. Attach a copy of the written decision provided by the Board, Zoning Administrator, or Historic Preservation Manager.
- Sign and date your Petition for Review Form.
- Provide appropriate filing fee.

FILING FEES:

- Per Resolution Nos. 96-1315 (1); 2001-0615 (2); 2004-1655 (3); and 2007-1134 (4) the following fee charges apply:
 - Petition to Council of Barrio Latino Commission Decision \$ 50.00 (1)
 - Petition to Council of Architectural Review Commission \$ 50.00 (1)
 - Petition to Council of Variance Review Board Decision \$271.00 (4)
 - Petition to Council of a decision of the Zoning Administrator or Historic Preservation Manager \$27100 (4)
- Per Resolution No. 2010-1091 (5) the following fee retainer charges apply:
 - Petition to a Hearing Officer of a formal decision of the Zoning Administrator City Clerk to Provide (5)
 - Special Note: If it is determined by the City Attorney that the fee retainer is insufficient, then the applicant shall pay an additional fee retainer at a rate of \$135.00 of estimated Hearing Officer time, prior to the scheduling of the review hearing.

DEPARTMENTAL CONTACTS FOR ASSISTANCE:

- **Scheduling procedures:** Office of the City Clerk - Phone: 274-8397
Fax: 274-8306
- **Architectural Review Commission (ARC):** Historic Preservation - Phone: 274-3100 Option 3
- **Barrio Latino Commission (BLC):** Historic Preservation - Phone: 274-3100 Option 3
- **Variance Review Board (VRB):** Planning & Development
Eric Cotton or Joel Sousa - Phone: 274-3100 Option 2
- **DVD of VRB, ARC or BLC Meetings:** Office of Cable Communications - Phone: 274-8217